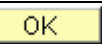# RECONCILE

Purchase Orders are reconciled or closed when they are no longer needed. POs can be reconciled if one of the following occurs:
- The PO has been canceled.
- The PO was fully received and vouchered.
- The PO was partially received and vouchered and no additional receipts are expected.

The PO Reconciliation process changes the status of eligible POs to complete and they no longer show up in the list of available POs when you access PO pages in the update/display mode. However, they still remain available for viewing in the PO Inquiry pages. By removing POs, the system performance improves and the time to find POs you need to modify decreases.

Step	Directions	Comments
1.	**Navigation:** *Purchasing → Purchase Orders → Reconcile POs → Close Purchase Orders*	The first time this process is ran, the workbench id will need to be created. Refer to the Add a New Run Control ID (PO_CLOSE) Checklist.
2.	Click Search .	Click 🔍 to search BU (if needed).
3.	Close PO Page – Business Unit – Enter/Verify your business unit. Click 🖫 Save	
4.	Click Run.	
5.	**Process Scheduler Request Page –** Server Name = PSNT ☑ Close Purchase Order Report	
6.	☑ Close Purchase Orders	
7.	Click OK to run the PO Close process.	After you click the OK button, you will return to the Close PO Page. A process instance will appear below the Run button.
8.	Click the Process Monitor hyperlink. When the Run Status changes to Success, you will need to Budget Check the Closed POs.	

BUDGET CHECKING CLOSED POS

Step	Directions	Comments
1.	**Navigation:** *Purchasing → Purchase Orders → Budget Check*	
2.	**PO Budget Check Request Page –** Click Search . Click "PO_BCM"	
3.	Budget Check Request Page – Click Run.	
4.	Process Scheduler Request Page – Server Name = PSNT ☑ Comm. Cntrl. Budget Processor. Click OK.	
5.	You will be transferred back to the Budget Check Request page. Click the Process Monitor Hyperlink. When the Run Status changes to Success, the process has completed successfully. You may need to click the Refresh icon to refresh your screen during this process.	